



We invite applications for the position of:  
**LIBRARIAN I/II**  
**(TECHNOLOGY LIBRARIAN)**

Librarian I: \$62,081 to \$73,036 Annually

Librarian II: \$68,530 to \$80,623 Annually

(Plus a comprehensive benefits package)

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*"Being a Technology Librarian encompasses continuous learning, new challenges, opportunities for innovative problem solving, and partnering with all types of library staff."* Melvyn Yabut, Library Services Manager

### **Why Consider Working for the City of Mountain View?**

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. The City of Mountain View is seeking an individual with excellent communication, customer service, technology, problem solving, and project management skills to join the Library Services Department. The position is 40 hours per week in the Support and Customer Services Section of the Library. We can fill with either a Librarian I or Librarian II. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Librarian. You can review the detailed job description for Librarian on the City's website: <http://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=18892>.

### **About This Role**

The Library is "the information center for our diverse community, providing a dynamic place to share resources and ideas, to find joy in reading, and to experience the power of lifelong learning."

### **What You'll Do**

- Assist the Library Services Manager in running and maintaining the library's integrated library system.
- Responsibilities include installing library-related hardware and software, running reports, performing database maintenance tasks, loading records, updating Library Catalog configuration and settings, providing technical support to library staff, troubleshooting hardware and software, documenting procedures, and managing technology-related projects.
- In addition, all librarians are expected to take part in a regular weekend rotation (currently every eighth Sunday).
- Librarians may be placed in charge when there is no higher level manager in the building.
- May supervise other staff members and/or volunteers, serve on committees, write grants, and perform other duties as assigned.

### **Who You Are**

- You have excellent customer service skills and are very patient.
- You have experience supporting integrated library systems, doing system administration, configuration, upgrades, troubleshooting, database maintenance, records loads, and user accounts.
- You have experience with statistical and database processes, including using Excel and other tools to import and manipulate data.
- You have experience supporting hardware and software.
- You are comfortable with one-on-one support and documentation.
- You have excellent project management skills and can handle interruptions and competing priorities.

### **What You Bring**

#### **Librarian I**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- No professional library experience is necessary; however, extensive experience on a paraprofessional level is desired.
- A valid California Class C driver's license; a DMV printout may be requested.

#### **Librarian II**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View.
- A valid California Class C driver's license; a DMV printout may be requested.

**What We Offer**

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

**Are You Ready? Apply.**

Submit application, supplemental questions and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. The recruitment will close on March 18, 2016. Qualified candidates are encouraged to apply early. The most appropriately qualified candidates will be invited to an oral board interview scheduled for March 28, 2016. A select number of finalists will be invited to a department interview scheduled for March 30, 2016.

**The Fine Print**

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**CITY OF MOUNTAIN VIEW  
Librarian I/II (Technology)**

**Supplemental Questionnaire**

**Please answer the following questions and submit with the application. Please no more than one page for each question.**

1. Describe your experience with integrated library systems, including your specific responsibilities and how you worked with vendors and IT staff to ensure systems worked as needed.
2. Provide an example of working one-on-one with someone to solve a technology issue or to train them in using particular software.